

## Utah Industrial Assistance Fund

### Corporate Incentive Application

*Please respond to each question using the same numbering system to correspond with your information (i.e. 1 through 18). Submit the completed Corporate Incentive Application in a word processing program via e-mail a minimum of 3 weeks prior to the [board meeting](#) which normally meets on the 3rd Friday of the month.*

1. List your company name, mailing and street address, telephone number, fax number, federal tax ID number, and contact person's name.
2. Describe the history of the company, its products, services and markets
3. Outline management strengths and experience; and describe the history of your company, its products, services, and markets.
4. Submit a business plan/detailed summary of the expansion or relocation including the following:
  - A. Explain the type of operation and reason for expansion;
  - B. List the number of new jobs created, average salary (excluding benefits), and benefits as a percentage of the salary. Please specify the projected employment positions at a salary level that meets or exceeds 125% of the [county median](#). The incentive award is based on these salary level positions. ([review contract](#))
  - C. List the number of projected new jobs which will meet or exceed the appropriate county median. Provide a schedule of jobs by position types with accompanying salary information. [View the current information on the County Median Wages page.](#)
  - D. Summarize the costs of this project and the timeline.
5. List the amount of incentive requested, use of proceeds, basis of request (e.g. \$200,000 for 200 new employees), and time line of decision.
6. Provide data showing showing increased purchases (over base year) with Utah suppliers that exceed the "2 times loan/grant amount per year" for five years (required by the Utah Code).
7. Explain why your company wants to relocate to Utah, or if relocating from the Wasatch Front to rural Utah your purpose in expanding off the Wasatch Front.

8. Have you applied for or received any other government funding?
9. Specifically describe how the IAF incentive would result in an extraordinary relocation or expansion which is outside the normal course of your business.  
Answer the following questions:
  - A. How would this assistance be a "valid incentive" in your decision making?
  - B. How important is this incentive in the decision?
10. List the positive effects your business operation would have on the community.
11. List the negative effects your business operation would have on the community (including environmental issues which would be addressed).
12. List all outstanding material issues facing your company that could have a negative impact.
13. List other city/county, federal, and private incentives offered (if any). List incentives offered by competitive out-of-state alternatives.
14. Include company brochures, articles, recognitions.
15. Include all financial statements, profits & loss statements, and current balance sheet (past three years and year-to-date).
16. Provide trade and credit references.
17. Submit a completed Fiscal Impact Questionnaire.
18. Other information you deem necessary to assist

Submit 10 copies of any non-electronic supporting materials to:

Utah Incentive Funds  
Utah Division of Business and Economic Development  
Utah Department of Community and Economic Development  
324 South State Street, Suite 500  
Salt Lake City, UT 84111  
Fax: (801) 538-8888

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*(See [Application Deadlines](#) for specific dates).*